

**Mercy Medical Center
Patient Care Policies & Procedures**

SUPPORT SERVICES	POLICY: 15.04 Page 1 of 2
ACCESS AND VISITATION CONTROL OF SALES REPRESENTATIVES, CONTRACTORS, TECHNICIANS, SURGICAL VENDORS IN RESTRICTED AREAS	EFFECTIVE: REVISED: JUNE 2002; JUNE 2004; APR 2006 CORRESPONDING POLICIES:

Policy

All sales representatives, contractors, technicians, repair personnel, surgery vendors, or anyone not a patient, or not visiting a patient shall register at Purchasing during the hours of 8:00am-4:30pm or the Security Department after hours. Registrations will include signing a ledger, wearing an identification badge issued by the hospital and contacting the appropriate department.

Purpose

- A. Provide reasonable control and identification of sales representatives, contractors, technicians and anyone not a patient or not visiting a patient.
 - B. Improve security of patients, staff and property.
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**Sales
Representatives**

- 1. All sales representatives will be required to register at the reception area of Purchasing/Security.
 - 2. Purchasing/Security will call the appropriate departments to obtain permission for the visit.
 - 3. All Pharmaceutical representatives must contact Pharmacy before proceeding to a department.
 - 4. All sales representatives will be required to wear an identification badge that indicates their destination at all times while on Medical Center property.
 - 5. All representatives should have an appointment.
 - 6. All representatives are to ensure that their current address and telephone numbers, as well as the current name, address and telephone number of his/her immediate supervisor, are on file in the Purchasing Department.
 - 7. Prior to presenting any product in the Medical Center, including new information on products, approval must be obtained from the director of the department or director of Purchasing Department.
 - 8. Completion of the form "Vendor Orientation" will be completed and placed on file in the Purchasing Department by all sales representatives/surgical vendors.
 - 9. Upon completion of all required information and forms, the approved vendor will be placed on listing in MercyNet.
 - 10. Sales representatives that regularly visit a department may be issued a hospital ID badge permitting them access to the
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department without stopping at Materials Management/
Security first.

**Contractors,
Technicians, etc.**

All contractors, technicians or other individuals requiring access to the hospital to complete repairs, installations, etc., will be required to report to the maintenance office, wear identification and report back to the maintenance office when their work is completed.

Surgical Vendors

Individual vendors providing services in the OR setting are to register at the reception area of Purchasing/Security as indicated above. Each representative is to present to Purchasing Department and have on file the following: Credentials that verify 1) company training and documentation of certification/training time; 2) date and results of last TB test; 3) infection control/asepsis training. Files will be on MercyNet and maintained by Materials Management.

Managers and Staff

If a representative shows up in your area **without** identification, send them to Purchasing/Security registration. The system should be enforced for greater security and your convenience.

If a representative seems to be wandering through the hospital, ask them to please go to Purchasing or Security and contact the appropriate department.
